

Passing Medication

(Staff can pass medication only AFTER they have completed medication training)

1. Wash your hands well.
2. Pass medication to only one client at a time.
3. To pass medication, you **MUST** have script (if not available contact supervisor immediately), the Medication Administration Record (MAR) and labeled medication.
4. Make sure it is the right client (Photo ID is available on each client).
5. Make sure it is the right dose.
6. Make sure it is the right time.
7. Confirm that it is the the right medication.
8. Monitor client while they take their medication.
9. Document all medication that the client actually swallowed on the MAR.

Medication Errors

1. If there is a medication error in which the **client took the wrong medication or the wrong dosage**, call your supervisor or site lead.
2. If your supervisor directs you to do so, call the Poison Control.
3. Follow the direction of Poison Control .
4. All incidents of clients taking the wrong medication or the wrong dosage must be documented on an Incident Report in which you will describe exactly what happened.
5. **If medication falls to the floor**, put it in a plastic bag, document what happened on the back of the medication log sheet, write an incident report and submit the contaminated medication to the office for disposal.
6. **When a client refuses medication**, redirect, make 3 attempts to prompt the client to take the med. If they refuse after 3 trials, document on the back of the med sheet, complete an Incident Report and contact your supervisor.